

CALIFORNIA STATE COUNCIL ON DEVELOPMENTAL DISABILITIES (SCDD)**COMMUNITY PROGRAM DEVELOPMENT GRANT (CPDG) CYCLE 27**
TRAINING QUESTIONS AND ANSWERS SUMMARY

Background: SCDD staff Mary Alim, Janet Eaton and Dana Spear provided training on the application packet and grant process in San Diego, El Segundo, Oakland, and Sacramento. People who attended the training asked the questions that are listed in this document. Some of the questions have been consolidated/rephrased to cover similar topics.

Questions and Answers are grouped by topic and appear in the following order:

1. Inclusion (I)
2. Areas of Emphasis/Goals/Objectives
 - a. Employment (Em)
 - b. Education (Ed)
 - c. Transportation (T)
 - d. Quality Assurance (Q)
 - e. Other (O)
3. Eligibility (E)
4. Reviewing/Scoring (R)
5. Forms/Format (F)
6. Letters of Support/Technical Assistance (L)
7. Expenditures/Billings (E)
8. General/Miscellaneous (G)

1. Inclusion

Q11: What is the SCDD definition of Inclusion?

A: The federal Developmental Disabilities Assistance and Bill of Rights Act defines Inclusion as follows:

The term "inclusion", used with respect to individuals with developmental disabilities, means the acceptance and encouragement of the presence and participation of individuals with developmental disabilities, by individuals without disabilities, in social, educational, work, and community activities, that enables individuals with developmental disabilities to:

(A) have friendships and relationships with individuals and families of their own choice;

(B) live in homes close to community resources, with regular contact with individuals without disabilities in their communities;

(C) enjoy full access to and active participation in the same community activities and types of employment as individuals without disabilities; and

(D) take full advantage of their integration into the same community resources as individuals without disabilities, living, learning, working, and enjoying life in regular contact with individuals without disabilities.

2. Areas of Emphasis/Goals/Objectives

2a. Employment

QEm1: What is the clarification of Career (new wording) vs. Job (old wording) in the Council's Employment Goal/Objective?

A: By changing the wording, it is the Council's intent that its activities and programs will focus on developing the same type of employment training, opportunities for advancement, and career paths as people without developmental disabilities.

QEm2: Do you expect at the end of the two year project that the consumers will be employed?

A: Yes – The federal emphasis is on outcomes, and the Council's expected outcome is employment – not just providing training in hopes of future possibilities that may or may not appear. In the case of higher education toward specific careers that may not be completed in two years, the applicant must demonstrate that consumers would have the supports necessary to successfully complete the education program and that completion of the education program will result in employment.

2b. Education (see also Inclusion)

QEd1: The web-site does not have Education in the online State Plan – will that be updated?

A: Yes, the State Plan Update is now available in both HTML and Word format on the Council website at **www.scdd.ca.gov**

QEd2: Did the education area/objective replace a previous objective?

A: No. Education was added as an area of emphasis in the Amended 2002-2006 State Plan.

QEd3: Is the Council trying to supplant the education system?

A: No, in fact federal rules regarding the funds specifically prohibit supplanting state (or other) funds. The wording of the Council's objectives and corresponding "bullet points" make it clear that the focus is on improving access, promotion of effective strategies, and collaboration, and are designed to emphasize making the system work better rather than re-creating the system.

QEd4: If you pick Education do you have to complete all the Objectives?

A: No, the application selection is by objective, although an applicant may chose to address more than one objective. If more than one objective is selected, the information in the grant application must address EACH of the objectives the applicant selects (i.e. project narrative must include descriptions of the program elements for EACH selected objective).

QEd5: Can the proposal address students over 21 (adult education)?

A: No. The Council's Education Goal, with wording taken directly from the definition of Education by our federal funding source, addresses students up through 21. This particular State Plan area does not include adult education (beyond age 21).

QEd6: What is meant by "related activities" in Objective ED1.4?

A: Related activities are any school events/programs/activities that take place outside the classroom instructional time but which a part of the overall fabric of the school community (i.e. theater productions, chess club, sports, student government, etc.).

QEd7: In Objective ED1.5 – what age range is considered preschool?

A: Consistent with the State Department of Education, SCDD defines preschool as ages 0-5.

QEd8: What all can be included in Transition Planning and Services (Objective ED1.6)? Can transition include all the adult life skills?

A: The definition of transition planning is found in both Federal and State law, and includes:

- Instruction
- Employment and other post-school adult living objectives
- Community experiences
- If appropriate, daily living skills and
- Functional vocational evaluation

Transition Services would be the services that achieve the planning components. Additional information on transition can be found in the California Department of Education publication Transition to Adult Living: A Guide for Secondary Education, available online at

http://www.calstat.org/transition_guide.pdf

QEd9: Can you define higher education?

A: Higher education is post-secondary education that is beyond the end of high school (12th grade). It can include college or other post-secondary education, including vocational schools. It does not include basic education that is provided through adult education or that a school district continues to provide under IDEA to students with disabilities between the ages of 18 and 21.

QEd10: Does Objective ED1.6 include vocational schools?

A: Yes, post-secondary vocational schools are included.

QEd11: If a proposal will be doing employment and career development with students; would that be considered Education AND Employment?

A: The applicant must determine whether the proposed project addresses Objective ED1.6 (including required “bullet points”) and/or Objective EM1.2 (including required “bullet points”). If both objectives are selected, the information contained in the proposal must provide the required information for BOTH objectives.

2c. Transportation

QT1: Define generic and how you are using it in the transportation objective “bullet point”. For example, would we work with the local regional transit staff and ensure they know how to serve individuals with developmental disabilities?

A: Generic community transportation refers to transportation options available to individuals without developmental disabilities. The type of transportation will vary based on the transportation services in a local area (i.e. light rail, BART, buses, trolleys, etc.). The SCDD intent is to improve community inclusion for individuals with developmental disabilities through inclusion in local community transportation. The example described in the question would meet the intent of the “bullet point.” [See related question QT2]

QT2: Does that mean that a proposal cannot include paratransit?

A: Paratransit could be considered as a part of a project ONLY IF it was part of community transportation AND there was a compelling reason that required paratransit services (i.e. an individual’s work shift began or ended outside the hours of operation for the community transit system, so the individual rode public transportation one way and utilized paratransit for only those times when generic community transportation was not available). If a program makes use of paratransit it must still be within the larger framework of generic community transportation.

QT3: Are you asking us to provide harassment prevention training to drivers?

A: Yes. The “bullet point” requires that the training must include information on harassment prevention. The training referenced is the training for consumers and drivers that are a required part of any proposals applying under this objective.

2d. Quality Assurance

QQ1: Are the quality assurance objectives part of the same goal?

A: No. There are two separate Quality Assurance Goals – one dealing with health and safety, and the other dealing with self-advocacy. This was corrected in the final version of the application packet.

QQ2: Can we include other services/programs under the quality assurance goal?

A: No. The goal is listed for reference only. The Council selected specific objectives to be eligible for Cycle 27 funding consideration. Proposals that do not address the specific Cycle 27 objective(s) AND any “bullet points” listed in the application packet will be considered non-compliant and will not pass technical review.

QQ3: Regarding Objective QA1.5, recidivism could happen past 24 months, how do address that issue?

A: The Council recognizes that recidivism can occur after the end of the SCDD funded project. Since the purpose of the Community Program Development Grants (CPDG) is intended to provide seed money for programs that will continue, the narrative should address how the project would continue to work with individuals to lessen the likelihood of recidivism after the expiration of the grant funding period.

QQ4: Mental Health has asked for training about developmental disabilities for workers involved with those who are on “5150” (involuntary 72-hour hold due to danger to self or others) – does this qualify?

A: Yes, 5150 refers to a section of the California Penal Code and therefore would technically qualify as part of the criminal justice system. An applicant must successfully demonstrate how their proposal specifically addressed QA1.5 and met the requirements of the “bullet point.”

QQ5: Can an applicant under QA2.1 target a specific area vs. overall self-advocacy?

A: An applicant could choose to emphasize development of self-advocacy skills in a particular subject area, however, it must demonstrate how such a proposal would achieve the objective and enable the Council to fulfill the federal mandate.

QQ6: Does Objective QA2.1 want a statewide organization vs. a regional one?

A: SCDD has a federal mandate to establish or strengthen a program for the direct funding of a State self-advocacy organization led by individuals with developmental disabilities [note: the federal government has clarified that this does NOT mean that Councils must be the direct funding source]. From this mandate SCDD developed Objective QA2.1. For a regional program to be considered, an applicant must demonstrate how their proposal specifically addresses QA2.1 and how funding a regional program would enable SCDD to meet QA2.1 and fulfill its mandate.

QQ7: Are proposals under Objective QA2.1 to create a new organization or work with an existing one?

A: The federal mandate to establish or strengthen a program for the direct funding of a state self-advocacy organization led by individuals with developmental disabilities [see Question QQ5]. It does not specify that a state is limited to ONE statewide organization, and it does not require that the organization be any certain one. The applicant must demonstrate how their proposal specifically addresses Objective QA2.1 and would enable SCDD to fulfill its mandate.

QQ8: Can you clarify self-advocacy vs. lobbying?

A: Self-advocacy and lobbying are two separate issues. Self-advocacy refers to who is doing the advocacy and means that individuals with developmental disabilities speak for themselves or their peers. The lobbying issue deals with what is being said, and to whom, and applies to self-advocates as well as everyone else. The federal government strictly prohibits lobbying with federal taxpayer dollars, including the Council's grant funding. The federal Developmental Disabilities Assistance and Bill of Rights Act, however, allows Councils to "educate policymakers." The difference between "educating policymakers" and "lobbying" is in how the information is presented and whether it crosses the line into telling a policymaker what to do with the information you present (i.e. telling someone to vote for or against something). Educating policymakers is allowed, provided it sticks to a description of the facts, in a balanced manner, while allowing policymakers to draw their own conclusions about what their resulting actions should be.

2e. Other

QO1: It is very disappointing that Health is not in the selected objectives, how can we let the Council know that with the cuts in the State that Health needs to be addressed?

A: Each year SCDD determines which of its State Plan objectives will be eligible for funding consideration in a particular cycle. Over the course of the five years of the State Plan, SCDD must work to meet all its objectives and achieve the Council's purpose of systemic change. This means that not all objectives can be included every year. To date under the 2002-2006 State Plan, SCDD has invested over \$2.1 million in health-related grant funding for 14 grant projects. In addition, SCDD undertakes systemic advocacy in each of its areas of emphasis. Just because an area is not selected for funding consideration in a particular year doesn't mean that SCDD is not pursuing other methods to achieve its objectives.

QO2: Health is not addressed this year as an objective – are you aware of other funding sources that can give grants for health?

A: One of the largest sources of non-government grant funding for California health services is The California Endowment. Grant information and applications are available online at **www.calendow.org**, or by contacting:

The California Endowment
21650 Oxnard Street, Suite 1200
Woodland Hills, California 91367
Phone: (818) 703-3311 or (800) 449-4149

QO3: Are health, mental health, and dental health all the same?

A: Health includes the topics of mental health and dental health.

QO4: Do we know what objectives will be selected for next year?

A: No. In the Fall of each year the Council selects which objectives will be eligible for funding consideration for the next grant cycle. This will be based, in part, on the other grants funded in previous cycles, as well as what other Council activities may be working toward specific objectives. After the Council makes its determination, the information is posted to the Council website at **www.scdd.ca.gov**.

3. Eligibility

QE1: If our agency is proposing a service that is not currently provided in our county, but is provided in other areas in the State, would that be considered a new program?

A: Yes, your proposal should document the identified need in your catchment area.

QE2: Are Regional Center(s) eligible for funding through the Council's grant program?

A: Yes, Regional Center(s) are eligible for funding.

QE3: If our agency is awarded a grant in Cycle 27, will we be eligible to submit a proposal in Cycle 28?

A: Yes, your agency could receive funding for a 24-month grant in Cycle 27, and submit a new proposal for Cycle 28.

QE4: If we are adding something new to the services our agency provides that addresses one of the Objectives, would that qualify for funding through this grant process?

A: Yes, and the budget should only reflect expenditures for the new service.

QE5: If a board member from an applicant agency also sits on an Area Board, would that be considered a conflict of interest, and would our agency still be eligible to apply?

A: Yes; however, the proposal should identify any potential conflicts.

QE6: Can a proposal address just Autism?

A: Yes, this would be indicated in the description of the population served.

QE7: Can an agency apply for more of one objective?

A: Yes, however if the proposal indicates it meets more than one objective the narrative and forms must include the necessary information on EACH objective selected.

QE8: Can agencies submit multiple proposals?

A: Yes, however the information must be provided based on the possibility that more than one program would be funded. For example, you cannot include more than 100% of someone's time – if the same person (such as an Executive Director) would be involved on more than one grant, the TOTAL among all the proposals cannot exceed 100% of the person's time. This is true regardless of the funding source – if you have someone who is working part-time (i.e. 60%) on another project, you cannot allocate more than the remaining amount (i.e. 40%) to the Council-funded proposal(s)

4. Reviewing/Scoring

QR1: How will the Regional Office (Local Area Board Office) evaluate the proposals?

A: The Regional Office will review the services outlined in the proposal, and evaluate what the need is for the service in their catchment area.

QR2: If our proposal covers three Regional Offices, which Regional Office would provide the scoring for our proposal?

A: The Regional Office for the geographic area where the applicant is located will score the proposal.

QR3: Will all Regional Offices have a set of criteria in evaluating the proposals?

A: Yes.

QR4: Can an applicant request a copy of the Regional Office(s) score sheet?

A: After the protest period, the Regional Office(s) score sheet is considered a public document.

QR5: What happens if there is a conflict of interest for a member of the CPDG Taskforce?

A: The Taskforce member that has a conflict of interest will not review the proposal in question. A score for that grant will be established by adding up and averaging the other Taskforce members' scores, then adding the average score to the other members' scores.

QR6: What does confidentiality mean in the SCDD's grant process?

A: All proposals and the grant process remain confidential until after the protest period ends.

QR7: Will SCDD discuss other proposals with the applicants?

A: No. In addition, SCDD provides no debriefings.

QR8: Can our agency request a copy of the reviewers' comments?

A: Reviewers' comments are not recorded.

QR9: How is collaboration scored?

A: Collaboration is given a score of 0-10 by the CPDG Taskforce.

QR10: How will continuation of funding be scored?

A: The CPDG Taskforce will give continuation funding a score between 0-10.

5. Forms/Format

QF1: On Form 2, should the proposal list all titles and subtitles?

A: Yes.

QF2: On Form 2 the page states 7 but shows 8, which is correct?

The Application packet that was used during the training was presented in draft format, Form 2 has been corrected.

QF3: On Form 5, there does not appear to be enough room for all the questions, any suggestions for how to complete Form 5 with the amount of space provided?

A: Yes, answer the questions in as direct a manner as possible, and remember, all applicants have the same space limitations.

QF4: On Form 5, what will we need to submit for the evaluation process?

A: Your proposal will need to outline the process of how your agency will gather the information; SCDD will provide the evaluation form.

QF5: Can a budget (Form 6) have start up funds?

A: Yes; however, all payments are made in arrears.

QF6: If our agency will be providing in-kind services, where would we list them in the proposal forms?

A: In-kind services should be listed on the Budget Justification.

QF7: If our agency has not hired the Personnel that will be listed in the Personnel section on Form 6, can we submit a duty statement?

A: Yes, a duty statement should be provided, and a Resume/C.V. should be provided to SCDD once those positions are filled.

QF8: Are there margin requirements for the application?

A: Yes, 1" on all sides.

QF9: Can applicants rewrite the forms?

A: No, use of the Cycle 27 forms contained in the revised application packet is mandatory.

6. Letters of Support/Technical Assistance

QL1: If our proposal will be working with two Regional Centers, can we submit a letter of support from each Regional Center?

A: Yes, but keep in mind if either Regional Center will benefit financially from the grant, their letter(s) could not be counted as one of the three required letters of support.

QL2: Are you looking at the content of the letters of support?

A: Yes, refer to the application packet for the required language.

QL3: How many letters of support are too many?

A: The SCDD does not place a limit on the number of letters of support. However, a person or entity with a financial gain from the proposal cannot be counted in the mandatory three letters of support.

QL4: Can our agency ask the local Area Board (Council Regional Office) to help our agency write the proposal and/or write a letter of support?

A: No, the staff at the local Regional Office(s) is now staff of the Council. As such, they will also assist the Council with the scoring process; therefore, they will not be able to provide any assistance or letter of support to any applicant.

7. Expenditures/Billings

QE1: If we are planning a 24-month program, do we have set amounts for the separate years?

A: No, the budget should reflect the actual cost of the complete 24-month program.

QE2: Where would our agency find information on Schedule of Maximum Allowances?

A: The Schedule of Maximum Allowances can be found in the Application packet, see the Glossary of Terms.

QE3: Can we give out incentives to get people to come to our classes?

A: No. Supplies or books can be provided, but not items like gifts or gift certificates.

QE4: Would a website be an allowable expense?

A: Yes.

QE5: If the proposal requires the purchase of equipment, such as a computer, will the equipment have to be returned at the end of the contract period?

A: No.

QE6: When will the money become available?

A: SCDD estimates that all contracts will begin on October 1, 2004, and the grantees would be able to bill for services as early as November 1, 2004. All grant payments are made in arrears.

QE7: Will the contract be drafted for 24 months or will the contracts be drafted for 12 months, and with an extension provided?

A: The contracts will be drafted for the total length of time identified in the proposal.

QE8: If our proposal is selected for funding, when can we start billing?

A: Billings and progress reports can be submitted monthly or quarterly, after the contract is approved. All grant payments are made in arrears.

QE9: Can office furniture be leased?

A: Yes.

8. General/Miscellaneous

QG1: What is the deadline for submitting a proposal(s)?

A: All proposals must be complete (2 copy-ready hard copies) and received **in the SCDD Headquarters office by 5:00 p.m., March 5, 2004.**

QG2: Are the CPDGs spread throughout the State?

A: Generally yes; however, geographic representation is not an element of this year's scoring process.

QG3: Is there a limit on the amount of money our agency can apply for in our proposal?

A: No, but the funds requested must be reasonable to accomplish the project.

QG4: How does the SCDD determine how much each proposal will be awarded?

A: The CPDG Taskforce review of each eligible proposal includes a budget review. The CPDG Taskforce scores and ranks each eligible proposal and makes a recommendation to the Council. The Council determines the actual contract amount for each of the highest ranked proposals.

QG5: Will the State's fiscal situation affect the SCDD's grant process?

A: The grant program is a federally funded program, and should not be directly impacted by the State's fiscal situation.

QG6: How many grants were awarded last year?

A: SCDD funded 22 grants last year.

QG7: If the SCDD is going to fund Cycle 27 for 24-months, will there be another grant process next year?

A: Yes, the SCDD plans to have another grant cycle next year.

QG8: Does the proposal have to include continuation of funding?

A: Yes, unless the proposal is a pilot program or a conference, identification of the specific continuation of funding source must be provided.

QG9: Is there a Federal website that lists the Outcome Reporting Measures? Does the State Plan include all the reporting measures?

A: All the outcome measures are listed on the Federal Administration on Developmental Disabilities (ADD) website; however, the Council's submitted (and approved) State Plan identified the specific measures that the California Council will use. These are found in the Amended State Plan Goals and Objectives that are online at **www.scdd.ca.gov**.

QG10: Who does the Council want us to collaborate with?

A: The specific collaborators will vary depending on which Objective is selected and the applicant's specific geographic area. The description (bullet points) under each objective contains additional conditions that must be met, including certain types of collaborators.

QG11: Can the SCDD consider renaming the Regional Office(s) so it will not be so confused with Regional Center(s)?

A: The term "Regional Office" appears in the State Budget Act and therefore is the term used in the application packet.

QG12: What is your web-site address?

A: The Council's website address is: **www.scdd.ca.gov**

QG13: What if I have other questions?

A: Call Dana Spear at (916) 263-5788 or email her at dana.spear@scdd.ca.gov (alternate email address is dspear@dss.ca.gov)